

Meeting Date: 11/18/08

AGENDA REPORT

Agenda Item # 7A-11



City of Santa Clara, California



DATE: October 23, 2008

TO: City Manager for Council Action

FROM: Housing and Community Services Division Manager

SUBJECT: Publication of Notice of Availability of Community Development Block Grant (CDBG) and Home Investment Partnerships Act (HOME) Entitlement Funds and Approval of FY 2009-10 Application Form

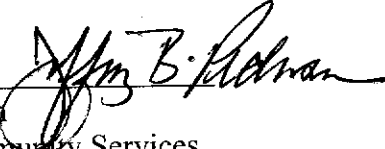
EXECUTIVE SUMMARY: As part of its Citizen's Participation Plan for Federal Entitlements, the City publishes a notice of the availability of CDBG and HOME funds. Applications for those funds, plus the Redevelopment Agency's Affordable Housing Set-Aside funds, will be due December 19, 2008, at 5:00 P.M. A copy of the Application for FY 2009-10 Funding has been placed in Council offices for review.

ADVANTAGES AND DISADVANTAGES OF ISSUE: To obtain the estimated \$1,050,000 in CDBG and \$590,000 in HOME entitlement funds, the City must implement its Citizen's Participation Plan.

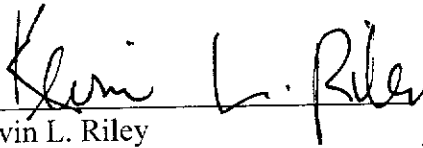
ECONOMIC/FISCAL IMPACT: There is no fiscal impact except the cost of publication. The action is necessary to be eligible to receive the estimated \$1,640,000 in federal entitlement funds.

RECOMMENDATION: That Council:


- 1) Approve and authorize the City Manager to publish the "Notice of Availability of Community Development Block Grant and Home Investment Partnerships Act Funding" in appropriate media; and
- 2) Approve and authorize the City Manager to distribute the 2009-2010 Application Form.


Jeffrey B. Pedersen
Housing and Community Services
Division Manager

APPROVED:


Kevin L. Riley
Director of Planning and Inspection

APPROVED:


Jennifer Sparacino
City Manager

Documents Related to this Report:

- 1) Notice of Availability of Community Development Block Grant and Home Investment Partnerships Act Funding
- 2) City of Santa Clara Application for 2009-10 Funding.

**NOTICE OF AVAILABILITY OF COMMUNITY DEVELOPMENT BLOCK GRANT
AND HOME INVESTMENT PARTNERSHIPS ACT FUNDING**

Notice is hereby given that the City of Santa Clara is accepting applications for FY 2009-10 Community Development Block Grant (CDBG) and Home Investment Partnerships Act (HOME) federal entitlement funds. The use of those funds must address housing and community development needs of low and moderate income City of Santa Clara residents. Approximately \$1,050,000 in CDBG funds is anticipated to be available for FY 2009-10; a maximum of 15% of that total can be used for public services. Approximately \$590,000 in HOME funds is anticipated to be available for FY 2009-10; a minimum of 15% of that amount must be set aside for Community Housing Development Organizations.

Beginning November 19, 2008, applications will be available at the offices of the Housing & Community Services Division, 1500 Civic Center Drive, Santa Clara, California. For more information, contact Jeff Pedersen or Jerry Hewitt at (408) 615-2490.

Completed application will be due at the Housing & Community Service Division Office no later than 5:00 P.M., on December 19, 2008.

Rod Diridon, Jr.
City Clerk



CITY OF SANTA CLARA

APPLICATION FOR 2009-2010 FUNDING



Section One

PROJECT SUMMARY

A. PROJECT TITLE: _____

B. PROJECT STATEMENT (short description stating clients to be served and services to be rendered):

C. FUNDING REQUEST: \$ _____

D. SPONSORING AGENCY/ORGANIZATION

LEGAL NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

TELEPHONE (W/AREA CODE): _____ FAX (W/AREA CODE): _____

E. CONTACT PERSON (PROJECT MANAGER):

NAME: _____ TELEPHONE W/AREA CODE: _____

TITLE: _____ E-MAIL ADDRESS: _____

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***UNLESS THE DATES ARE CHANGED, THIS APPLICATION FORM IS THE ONLY NOTICE THAT AGENCIES WILL RECEIVE REGARDING SCHEDULED HEARING DATES.**

PURPOSE

The purpose of this application is as follows:

1. Substantiate demographically the assessed need for the Project within the community;
2. Collect all required data from prospective sub-recipients in order to determine eligibility under the City's federal grant programs and the Redevelopment Agency's Affordable Housing Program;
3. Document the quality and quantity of services to be provided;
4. Evaluate those services against established criteria; and,
5. Demonstrate benefit to City of Santa Clara citizens.

ELIGIBILITY CRITERIA

1. Projects must meet established community needs set forth in the City's Consolidated Plan, enhance existing City services or policies, and provide City of Santa Clara residents with quality services at reasonable costs.
2. An Agency must be incorporated as a public agency or a tax exempt, non-profit corporation, demonstrate the managerial and financial capability to receive and expend grant funds, and assure compliance with all applicable Local, State, and Federal laws.
3. **Community Development Block Grant (CDBG)** Projects must meet one national objective of the CDBG Program. Projects must be consistent with the City's Consolidated Plan (CP). For further details, see: Federal Regulations 24 CFR Part 570:
 - a) Benefit lower income persons (See Attachment I for further definition);
 - b) Address slums or blight; or,
 - c) Meet a particularly urgent community development need.
4. **HOME Investment Partnerships Act (HOME)** Projects must expand or maintain the City's supply of decent, safe, sanitary, and affordable housing for lower income residents (Defined in Attachment I). Projects must be consistent with the City's Consolidated Plan (CP). Funds may be used for New Construction, Rehabilitation, and Acquisition. For further details, see Federal Regulations 24 CFR Part 92.
5. **City of Santa Clara Redevelopment Agency Affordable Housing (RDA)** Projects must increase, improve or preserve the City's supply of affordable housing for lower income residents (Defined in Attachment I). Funds may be used for New Construction, Rehabilitation, Substantial Rehabilitation and Acquisition. The Agency will give priority to projects that add new units to the City's supply of affordable housing by New Construction or Acquisition. In addition, these funds may be used for projects providing housing services that focus exclusively on the primary purpose of increasing, improving or preserving the City's supply of affordable housing. Such

affordable housing services must be quantifiable in definable units of service; reimbursement would be by a cost per unit of service only.

6. All **Public Service/Affordable Housing Service projects** must demonstrate that no funds other than CDBG and/or RDA are available to meet the service levels proposed by the Applicant. Public Service projects not previously funded by the City must demonstrate that they are a new project not previously undertaken by the Applicant or expansion of an existing project currently provided by the Applicant. Attachment V summarizes the established criteria used by the City to evaluate Public Service/Affordable Housing Service applications. The City reserves the right to consider other factors in evaluating Public Service/Affordable Housing Service applications. The City/RDA intends to enter into three-year agreements with successful applicants that have an established record of serving City residents. Funding for CDBG public service programs and RDA affordable housing service programs must qualify under one of the criteria below:
 - A. **Existing, Funded Project**: Projects funded by the City or RDA in the current fiscal year, which are satisfactorily meeting their program goals. Requests for increased funding above a minimal allowance for inflationary cost increases must demonstrate an expanded level of service, or a new service, or a loss of previously provided funds from a major source of project funding. Such agencies must make good faith efforts to secure funding from other sources, and must develop a long-range plan of independence from City funding.
 - B. **One-time Project**: Projects addressing a community need that is limited to a timeframe of one year or less.
 - C. **Seed Projects**: Projects addressing a community need that is being met by a new service. Such projects must demonstrate a high probability that they have developed or are likely to develop future commitments for on-going funding. City funding for such projects is normally for a maximum of one year.
 - D. **Emerging Community Need Project**: Projects that will serve an identified community need not currently funded by the City. Each year, the City holds a public hearing on City housing and community development needs. Projects addressing unmet, significant needs identified in the City's Consolidated Plan, at that needs public hearing or other appropriate public forums are eligible for funding consideration.

FUNDING AVAILABILITY

1. Each year, the City of Santa Clara receives an entitlement grant under the CDBG Program. In FY 2008-09, the total amount of this grant was \$1,070,172. For FY 2009-10, an amount of \$1,050,000 is projected to be available. By law, a maximum of 15% of this grant may be set aside for public services. The City supplements available Public Service Funds from current year Program Income, estimated to be \$30,000.
2. Each year, the City of Santa Clara receives a participation grant under the HOME Program. In FY 2008-09, the total amount of this grant was \$595,604. For FY 2009-10, an amount of \$590,000 is projected to be available. By law, 15% of this grant must be set aside for a qualified Community Housing Development Organization (CHDO). Agencies certified as a CHDO or willing to take the steps necessary to receive City CHDO certification receive higher consideration for funding. See Attachment IV for the HOME definition of a CHDO.

3. Next year, the Redevelopment Agency of the City of Santa Clara will set aside at least 20% of its tax increment for affordable housing. For FY 2009-10, it is estimated that \$4,500,000 will be available.
4. The City, at its sole discretion, selects the source of funds for approved projects and may elect to fund applicants with other sources of funding.

EVALUATION PROCESS

TWO PUBLIC HEARINGS are scheduled on proposed CDBG and HOME Projects. Organizations applying for RDA funds will also present their projects at these hearings. The schedule of public hearings is listed below.

After the Application Due Date, City staff shall review applications and shall formulate recommendations to the City Council. These recommendations will be presented at the First Public Hearing. This First Hearing is also the date at which applicants are invited to make their presentations to City Council.

A subcommittee from the Citizen's Advisory Committee (CAC) will attend the Council's First Public Hearing. The CAC shall make its recommendations to the City Council at the Second Public Hearing. Its recommendation will be based on a review of the funding applications and public presentations at the First Public Hearing. Applicant presentations before the CAC are not scheduled for this year.

At the Second Public Hearing, City Council is expected to appropriate available CDBG and HOME funds among the applicant agencies. Allocations of RDA funds may occur at that time or at a later hearing in concert with the Redevelopment Agency FY 2009-10 Capital Improvement budget process.

The attached application shall be employed by the City Council in determining which projects receive funding approval. All local appropriations and subsequent contracts are subject to the availability of federal and redevelopment funds. Copies of the standard contract are available for review. Acceptance of a grant means that the City's designees, auditors, and federal officials will have access to your Agency's records.

COMPLETING THE APPLICATION

1. Applications that do not use the attached form will not be considered for funding; organizations may copy the blank application form. If an organization wishes to duplicate the application digitally, it must make sure that the format, order, and language of the questions is maintained. Digital copies of the forms will be sent by E-Mail to those who request them by calling (408) 615-2490. Only hardcopies of the Application will be accepted.
2. All applicants must complete the Summary, Checklist and Parts I, II, III and IV. In addition:
 - A. **CDBG public service and RDA affordable housing service project** applications must only complete Addendum A;
 - B. **CDBG non-housing capital improvement project** applications must only complete Addendum B;
 - C. **HOME and RDA affordable housing project** applications must only complete Addendum C.
3. Applicants must submit **ONE COMPLETED ORIGINAL APPLICATION FORM and ONE COMPLETED COPY OF THE APPLICATION FORM.**
4. In addition to the documents listed on the Documents Checklist, applicants may submit letters of support, agency publications relevant to the proposal activity or other relevant materials as attachments to the application form. **Only one copy of these attached documents in materials need be submitted with the application.**
5. The attachments and instructions included in the application packet are informational only and **should not be submitted with the application.**
6. No additional information will be accepted after the deadline unless: (a) It is requested by City staff; or (b) It was not available at that deadline and is significant to determining the eligibility or viability of the project (e.g., additional funds, site control). City staff shall make the final determination whether information submitted after the deadline will be accepted.
7. Consistent with the City's Consolidated Plan, all applicants will be required to submit proposed performance measurements consisting of two parts: (1) Productivity; (2) Project Impact. Productivity measures the volume of work to be accomplished (persons served, quantity, timeline). Project Impact measures the extent to which Productivity yields desired outcomes in the community or in the lives of persons assisted. Project Impact should be directly related to the community needs set forth in the Consolidated Plan, and goals established in relation to those needs, set forth in the application. The City's Consolidated Plan details the City's goals and objectives in meeting housing and community needs.

SCHEDULE OF SIGNIFICANT DATES

THIS SCHEDULE IS THE ONLY NOTICE THAT AGENCIES WILL RECEIVE REGARDING SCHEDULED HEARING DATES, unless there is a change in the schedule.

- November 19, 2008 Public Service and Capital Improvement Project applications will be available from the Housing & Community Services Division office, 1500 Civic Center Drive, Santa Clara, CA.
- December 19, 2008 All applications due at the Housing & Community Services office no later than 5:00 P.M.
APPLICATIONS WILL NOT BE ACCEPTED AFTER THAT DEADLINE.
- February 10, 2009 First Public Hearing on Community Development Block Grant and HOME funds.
SCHEDULED AGENCY PUBLIC PRESENTATIONS. Meeting held in City Council Chambers, 1500 Warburton Avenue, Santa Clara, CA, at 7:00 P.M.
- March 3, 2009 Second (final) Public Hearing on CDBG and HOME funds. In Council Chambers at 7:00 P.M.

CONTACT FOR INFORMATION

Contact: Jeff Pedersen, Housing & Community Services Division Manager, or Jerry Hewitt, Staff Analyst, at (408) 615-2490.

APPLICANT AGENCY/PROGRAM DOCUMENTS

Section Three

CHECKLIST

Below is a list of supporting documents that the applicant Agency is required to furnish. Submit one copy of each document together with the completed application for funding. Agencies that are being funded in FY 2008-2009 are not required to submit documents marked with an asterisk (*) unless changes have occurred. The Roman numerals refer to the sections of the Application that provides descriptive details of the required document. Please check the items below to indicate that copies are attached.

I. PROGRAM INFORMATION

- ☐ C1. FEE SCHEDULE (if applicable).
- ☐ C2. PROMOTIONAL MATERIAL (brochure, flyer, etc.).

II. AGENCY INFORMATION

- ☐ E. CURRENT BOARD OF DIRECTORS.
- ☐ *F. ARTICLES OF INCORPORATION.
☐ BYLAWS.
- ☐ *G. PERSONNEL POLICIES AND PROCEDURES.
- ☐ *H. ORGANIZATION CHART.
☐ STAFFING PROFILE.
☐ MANAGEMENT PLAN.
- ☐ I. JOB DESCRIPTION w/SALARY DETAIL (Proposed CITY funded positions only).

III. FISCAL INFORMATION

- ☐ B. PROJECT LINE ITEM BUDGET.
- ☐ *E. FEDERAL TAX STATUS.
☐ STATE TAX STATUS.
- ☐ F. AUDIT or FINANCIAL STATEMENT plus LETTER OF AUDITABILITY.
- ☐ G. FEDERAL SINGLE AUDIT (If required)

CITY OF SANTA CLARA

Section Four APPLICATION FOR 2009-10 CDBG/HOME/RDA FUNDING

PART I PROJECT INFORMATION

- A. PROJECT TITLE: _____
- B. COMMUNITY NEED STATEMENT (cite data sources, attach additional sheet)
- C. PROJECT DESCRIPTION--State in at least five paragraphs (attach an additional sheet):
1. Who will benefit, including eligibility requirements and demographics? (Submit any applicable fee schedule or state no fees charged).
 2. What direct benefits will be rendered, and how and where will they be measured and delivered? (Submit brochures, flyers describing Project).
 3. What other organizations provide similar services and why will this proposed project not duplicate them?
 4. Why should the City of Santa Clara fund these services?
 5. What is your written policy (attach) and/or established process for assuring access to services and benefits for persons with disabilities and/or Limited English Proficiency?
- D. PARTICIPANTS, BENEFICIARIES, CLIENTS--State the number of unduplicated City of Santa Clara residents and the total number of unduplicated clients served by the direct benefits described under this Project. Use current data if your Agency is now serving City residents, projected data if the Project will be serving City residents for the first time:

CITY RESIDENTS: _____

TOTAL PROJECT CLIENTS: _____

<u>SINGLE RACE CATEGORY</u>	<u>CITY</u>	<u>PROJECT</u>
-----------------------------	-------------	----------------

WHITE/CAUCASIAN	_____	_____
BLACK/AFRICAN-AMERICAN	_____	_____
AM INDIAN/ALASKA NATIVE	_____	_____
ASIAN	_____	_____
HAWAIIAN/PACIFIC ISLAND	_____	_____
AM INDIAN & WHITE	_____	_____
ASIAN & WHITE	_____	_____
AFR AMERICAN & WHITE	_____	_____
AM INDIAN & AFR AMERICAN	_____	_____
OTHER/MULTI-RACIAL	_____	_____

<u>ETHNIC CATEGORY</u>	<u>CITY</u>	<u>PROJECT</u>
------------------------	-------------	----------------

HISPANIC	_____	_____
NON-HISPANIC	_____	_____

(See Attachment I for explanation of income levels).

<u>INCOME LEVEL</u>	<u>CITY</u>	<u>PROJECT</u>
---------------------	-------------	----------------

(0-30%)	_____	_____
(31%-50%)	_____	_____
(51%-80%)	_____	_____
(81%-120%)	_____	_____
(over 120%)	_____	_____
(See Attachment I for explanation of income levels)		

<u>AGE</u>	<u>CITY</u>	<u>PROJECT</u>
------------	-------------	----------------

UNDER 18	_____	_____
18-59	_____	_____
OVER 59	_____	_____

<u>HEAD OF HOUSEHOLD</u>	<u>CITY</u>	<u>PROJECT</u>
--------------------------	-------------	----------------

FEMALE	_____	_____
--------	-------	-------

PART II AGENCY INFORMATION

A. LEGAL NAME OF ORGANIZATION: _____

B. PROJECT SITE ADDRESS: _____
(If different than Org address) _____

C. PHONE NUMBERS: ADMIN: () _____ SERVICE: () _____ FAX: () _____

D. EXECUTIVE DIRECTOR'S NAME: _____

E. BOARD OF DIRECTORS: Submit list by name, office, address, and phone number of current Board members.

*F. DATE OF INCORPORATION: _____
Attach Articles of Incorporation and current Bylaws.

*G. PERSONNEL MANUAL: Submit copies of Personnel Policies and Procedures.

*H. STAFF ORGANIZATION: Submit the following documents:

1. Organization Chart;
2. Staffing Profile--with job descriptions and qualifications of all staff members involved in delivery of direct services in the herein described Project; and,
3. Management Plan--describing flow of responsibilities and workload along with internal checks and balances to assure proper delivery of services and accounting for those services.

I. CURRENT AND PROPOSED STAFF (Project includes all jurisdictions in which proposed project operates):

<u>EMPLOYEE CATEGORY</u>	<u>FY 2009-10</u>		<u>FY 2008-2009</u>	
	<u>PROPOSED STAFF</u>		<u>CURRENT STAFF</u>	
	<u>AGENCY</u>	<u>PROJECT</u>	<u>AGENCY</u>	<u>PROJECT</u>
PAID EMPLOYEES (in FTE's):				
FULL TIME	_____	_____	_____	_____
PARTTIME	_____	_____	_____	_____
CONTRACTUAL (temporary)	_____	_____	_____	_____
VOLUNTEERS (total number)	_____	_____	_____	_____

*Currently funded agencies are not required to submit requested documents unless changes have occurred.

PART III FISCAL INFORMATION

A. TOTAL AGENCY BUDGET	FY 2009-10 Proposed	FY 2008-09 Projected	FY 2007-08 Actual
ADMINISTRATION	\$	\$	\$
FUND RAISING	\$	\$	\$
PROJECT (all cities)	\$	\$	\$
<u>ALL OTHER PROGRAMS</u>	\$	\$	\$
TOTAL AGENCY BUDGET	\$	\$	\$

B. TOTAL PROJECT BUDGET: (Projects includes all jurisdictions)	FY 2009-10 Proposed	FY 2008-09 Projected	FY 2007-08 Actual
CITY OF SANTA CLARA PORTION	\$	\$	\$
<u>NON-CITY PORTION</u>	\$	\$	\$
TOTAL PROJECT BUDGET	\$	\$	\$
% OF PROJECT BUDGET FUNDED BY CITY	%	%	%
EXPLAIN BASIS FOR AMOUNT OF FUNDING REQUESTED FROM THE CITY OF SANTA CLARA:			

C. SOURCE OF PROJECT FUNDS (All Cities)--Include both public and private sources for Total Project Budget (Attach additional sheets, if needed):

NAME OF REVENUE SOURCE	FY 2009-10 Proposed	FY 2008-09 Projected	FY 2007-08 Actual
CITY OF SANTA CLARA	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL PROJECT BUDGET	\$	\$	\$

*D. ATTACH DOCUMENTATION OF INTERNAL REVENUE SERVICE NON-PROFIT STATUS UNDER TITLE 26, SECTION 501(c) OF THE FEDERAL CODE and DOCUMENTATION OF STATE OF CALIFORNIA FRANCHISE TAX BOARD TAX EXEMPT STATUS UNDER SECTION 23701(d) OF THE STATE REVENUE AND TAXATION CODE.

E. DATE OF LAST AGENCY INDEPENDENT AUDIT _____ (If no independent audit, attach financial statement for FY 2007-08).

F. HAS AGENCY EVER HAD FUNDS WITHDRAWN OR CONTRACT TERMINATED FOR CAUSE, UNSATISFACTORY PERFORMANCE, OR QUESTIONABLE COSTS ON ANY FINANCIAL STATEMENT OR AUDIT? ____ IF YES, PLEASE EXPLAIN:

G. WAS AGENCY REQUIRED TO FILE A FEDERAL SINGLE AUDIT FOR FY 2007-08? YES ____ NO ____
IF YES, PLEASE PROVIDE A COPY.

*Currently funded agencies are not required to submit requested documents unless changes have occurred.

PART IV AUTHORIZATION

A. APPLICATION PREPARED BY:

Name: _____ Title: _____

B. INSURANCE REQUIREMENTS: Review the attached description of Insurance Requirements (Attachment II). These Requirements are part of the City's standard contract.

C. ASSURANCES: Review the attached Assurances (Attachment III), which states the Federal requirements of sub-recipients. These Assurances are part of the City's standard contract.

D. CERTIFICATION OF ABILITY TO PERFORM: If this request for funds is approved by the City, the Agency agrees to comply with all applicable Federal, State, and Local laws and regulations. Furthermore, the Agency declares that it is capable of fulfilling its obligations as cited in the proposal.

E. AUTHORIZATION: As a duly authorized representative of the Agency, I submit this application to the City of Santa Clara and verify that the information contained herein is, to the best of my knowledge, true, correct and complete. **(Attach documentation verifying person with the authority to submit this application and execute the contract).**

AUTHORIZED SIGNATURE: _____

NAME (Please Print): _____

TITLE: _____

DATE: _____

Section Five

ADDENDUM A PUBLIC SERVICE/AFFORDABLE HOUSING SERVICE DETAIL

A. PROJECT SERVICE SUMMARY (check one only):

1. CONTINUATION OF EXISTING FUNDED PROJECT AT SAME LEVEL _____
2. CONTINUATION OF EXISTING FUNDED PROJECT AT REDUCED LEVEL _____
3. EXPANSION OF EXISTING FUNDED PROJECT _____
4. ONE-TIME PROJECT _____
5. SEED PROJECT _____
6. EMERGING NEED PROJECT _____

B. PROJECT CATEGORY (check one only):

- | | | |
|-------------------------|---------------------------|------------------------|
| 1. HOUSING _____ | 2. HOMELESS _____ | 3. MENTAL HEALTH _____ |
| 4. TRANSPORTATION _____ | 5. LEGAL ASSISTANCE _____ | 6. VIOLENCE _____ |
| 7. DISABLED _____ | 8. FOOD/NUTRITION _____ | |
| 9. OTHER _____ | Describe: _____ | |

C. CLIENT FEES--Attach a list of all enrollment/membership fees, fees for service, and any other fees charged to clients as part of providing services to be funded by City.

D. PROJECT PERFORMANCE GOALS (Direct Services)--All public service and affordable housing projects must have a goal of clients served and at least one other quantifiable direct service activity (e.g., meals served, rides provided, counseling sessions held) that is to be rendered to an individual client or household:

PRODUCTIVITY (see page v of General Instructions)

1. UNDUPLICATED CLIENTS SERVED _____
2. _____
3. _____

PROJECT IMPACT (see page v of General Instructions)

1. _____
2. _____
3. _____

E. BASIS FOR REIMBURSEMENT

1. What Productivity Direct Service will be the basis for reimbursement? _____
2. What is your proposed reimbursement rate? \$ _____
3. How was that reimbursement rate determined? _____

F. INDIRECT SERVICES--Quantify efforts to enroll, inform and educate clients about your Project direct services (Attach promotional materials describing Project):

- | | | |
|---|-------------------------|-------|
| 1. INFORMATION AND REFERRAL | (# of Calls/Contacts) | _____ |
| 2. INTAKE, SCREENING, NEEDS ASSESSMENTS | (# of Client Contacts) | _____ |
| 3. COMMUNITY EDUCATION | (# of Presentations) | _____ |
| 4. PROGRAM EVALUATION | (# of Clients Surveyed) | _____ |

PROJECT LINE ITEM BUDGET

This budget (unlike that on page 5, Fiscal Information) should include those revenues and expenses related to the City of Santa Clara Project for which funding is requested in this application, plus non-City revenues. All figures should be annualized. For staff positions to be funded wholly or partly by this grant (CDBG only), submit a complete job description and salary detail (including fringe benefits).

If your agency budget structure makes it impossible to determine the City portion of the Project's cost, please indicate that the budget reflects all Project costs, not just those assigned to the City. If such is the case, please provide an explanation as to how your agency can determine the portion of Project costs to be charged to City.

REVENUE

<u>Description</u>	<u>FY 2009-10 Proposed</u>	<u>FY 2008-09 Projected</u>	<u>FY 2007-08 Actual</u>
City of Santa Clara			
TOTAL REVENUE			

EXPENSES

<u>Description</u>	<u>FY 2009-10 Proposed</u>	<u>FY 2008-09 Projected</u>	<u>FY 2007-08 Actual</u>
Salaries & Wages			
Fringe Benefits and Taxes			
SUBTOTAL PERSONNEL			
Postage			
Office Supplies			
Equipment			
Printing			
Telephone			
Travel			
Training			
Advertisement			
Insurance			
Occupancy			
Contract Services			
Miscellaneous			
SUBTOTAL MATERIAL & SUPPLY			
TOTAL EXPENSES			

1. For each line item of the budget, explain any variation in excess of 10% between the Actual FY 2007-08 amount and the Proposed FY 2009-10 amount.
2. What is the alternative plan if City funding is not granted or provided at a reduced amount?
3. What efforts has your organization made to fund this project from other sources?
4. Describe your organization's plan to achieve long-range independence from City funding. Be specific as to goals and sources.

ADDENDUM B NON-HOUSING CAPITAL PROJECTS DETAIL

A. TYPE OF CAPITAL IMPROVEMENT PROJECT (Check all that apply)

- | | |
|---|-------------------------------------|
| 1. ACQUISITION _____ | 2. NEW CONSTRUCTION _____ |
| 3. REHABILITATION _____ | 3. SUBSTANTIAL REHABILITATION _____ |
| 5. EXPANSION OF EXISTING, AGENCY-OWNED FACILITY _____ | |

B. PROJECT CATEGORY (check one only):

- | | | |
|-------------------------|---------------------------|------------------------|
| 1. HOUSING _____ | 2. HOMELESS _____ | 3. MENTAL HEALTH _____ |
| 4. TRANSPORTATION _____ | 5. LEGAL ASSISTANCE _____ | 6. VIOLENCE _____ |
| 7. DISABLED _____ | 8. FOOD/NUTRITION _____ | |
| 9. OTHER _____ | Describe: _____ | |

C. PROJECT PERFORMANCE GOALS (Direct Services)—All non-housing capital projects must have a goal of clients benefiting and an estimated timeline for all significant accomplishments required to complete the proposed Project, assuming City funds are available on or after July 1, 2009.

PRODUCTIVITY (see page v of General Instructions)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

PROJECT IMPACT (see page v of General Instructions)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

D. IS THIS REQUEST: A GRANT _____ A LOAN _____

If a grant, indicate why the City's funding cannot be repaid: _____

If a loan, indicate proposed terms: _____

E. HAS A SPECIFIC SITE BEEN SELECTED? Yes _____ No _____

If yes, give address: _____

Do you have site control? Yes _____ No _____

F. FUNDING FOR FUTURE OPERATIONS (If this project represents an addition to or expansion of existing operations, detail the anticipated new or increased funding sources that will fund the expanded operations. **Provide at least a three year projection of anticipated operating costs and the funding sources).**

G. WHO IS THE PROJECT DEVELOPER?

- | | |
|-------------------------|--|
| 1. Agency Staff: _____ | (Attach resume(s) of key personnel with experience in similar projects). |
| 2. Outside Staff: _____ | (Attach resume(s) of key personnel with experience in similar projects). |

Page B-1

H. **RELOCATION:** Will the project require the relocation of any tenants (residential or commercial):

1. Permanently? Yes ____ No ____

2. Temporarily? Yes No

I. PROVIDE DETAILS OF OWNERSHIP AND MANAGEMENT STRUCTURE:

[illegible]

J. PROJECT LINE ITEM BUDGET

This budget should include only those revenues and expenses related to the City of Santa Clara Project for which funding is requested in this application. All figures should be for the Total Project.

REVENUE

Description	Current Requests	Previous Commitments
City of Santa Clara		
TOTAL REVENUE		

EXPENSES

<u>Description</u>	<u>Amount</u>	<u>Total Amount</u>
1. <u>PROPERTY ACQUISITION</u>		
Purchase Price (Attach Appraisal)	_____	
Holding/Carrying Cost	_____	
Escrow Fees & Charges	_____	
Other (Specify: _____)	_____	
TOTAL ACQUISITION COST		_____
2. <u>CONSTRUCTION/REHABILITATION</u>		
Structures	_____	
Site Preparation/Off-Site Improvements	_____	
Builder's Overhead/Profit	_____	
Contingency	_____	
Environmental Mitigation	_____	
Lead-Based Paint Mitigation	_____	
Other (Specify: _____)	_____	
TOTAL CONSTRUCTION/REHABILITATION COST		_____
3. <u>SPECIAL SOFT CHARGES</u>		
Relocation	_____	
Labor Monitoring (1.5% of Construction Cost)	_____	
Furniture	_____	
Marketing	_____	
Other (Specify: _____)	_____	
TOTAL SPECIAL SOFT CHARGES COST		_____
4. <u>FEES AND PERMITS</u>		
Architect/Engineering Fees	_____	
Environmental Survey & Testing	_____	
City Permits and Fees	_____	
Other (Specify: _____)	_____	
TOTAL FEES AND PERMITS		_____
5. <u>FINANCE & CARRYING CHARGES</u>		
Construction Loan Interest & Points	_____	
Taxes During Construction Period	_____	
Insurance	_____	
Other (Specify: _____)	_____	
TOTAL FINANCE & CARRING CHARGES COST		_____
6. <u>ORGANIZATION & DEVELOPMENT</u>		
Legal Fees	_____	
Developer Fees	_____	
Insurance	_____	
Other (Specify: _____)	_____	
TOTAL ORGANIZATION & DEVELOPMENT COST		_____
TOTAL PROJECT COST		_____

ADDENDUM C AFFORDABLE HOUSING PROJECTS DETAIL

A. TYPE OF HOUSING IMPROVEMENT PROJECT (Check all that apply)

- | | |
|---|-------------------------------------|
| 1. ACQUISITION _____ | 2. NEW CONSTRUCTION _____ |
| 3. REHABILITATION _____ | 3. SUBSTANTIAL REHABILITATION _____ |
| 5. EXPANSION OF EXISTING, AGENCY-OWNED HOUSING FACILITY _____ | |

B. TYPE OF HOUSING TENURE

- | | |
|-----------------|--------------------|
| 1. RENTER _____ | 2. HOMEOWNER _____ |
|-----------------|--------------------|

C. PROJECT PERFORMANCE GOALS (Direct Services)—All housing capital projects must have a goal of affordable housing units created/rehabilitated and an estimated timeline for all significant accomplishments required to complete the proposed Project, assuming City funds are available on or after July 1, 2009.

PRODUCTIVITY (see page v of General Instructions)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

PROJECT IMPACT (see page v of General Instructions)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

D. IS THIS REQUEST: A GRANT _____ A LOAN _____

If a grant, indicate why the City's funding cannot be repaid: _____

If a loan, indicate proposed terms: _____

E. HAS A SPECIFIC SITE BEEN SELECTED? Yes _____ No _____

If yes, give address: _____

Do you have site control? Yes _____ No _____

F. WHO IS THE PROJECT DEVELOPER?

- | | |
|-------------------------|--|
| 1. Agency Staff: _____ | (Attach resume(s) of key personnel with experience in similar projects). |
| 2. Outside Staff: _____ | (Attach resume(s) of key personnel with experience in similar projects). |

G. RELOCATION: Will the project require the relocation of any tenants:

- | | |
|---------------------------|----------|
| 1. Permanently? Yes _____ | No _____ |
| 2. Temporarily? Yes _____ | No _____ |

H. DOES YOUR AGENCY QUALIFY AS A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) UNDER THE HOME PROGRAM? Yes ____ No ____ Not Sure ____

IF NO OR NOT SURE, ARE YOU WILLING AND ABLE TO MEET THE QUALIFICATIONS AS SET FORTH IN FEDERAL REGULATIONS 24 CFR Part 92? Yes ____ No ____
(See Attachment IV for a description of CHDO qualifications)

I. PROVIDE DETAILS OF OWNERSHIP AND MANAGEMENT STRUCTURE:

J. PRO FORMA: For rental properties, attach an operating statement and cash flow analysis detailing:

1. Number of Units by Size (Bedrooms, Baths, Square Footage)
2. Proposed rent Schedule
3. Operating expenses by category
4. Mortgage and other on-going loan costs.
5. Provide a 30-Year cash flow analysis, assuming annual rent increases of 3% and annual operating expenses increases of 4%

K. PROJECT LINE ITEM BUDGET

This budget should include only those revenues and expenses related to the City of Santa Clara Project for which funding is requested in this application. All figures should be for the Total Project.

REVENUE

<u>Description</u>	<u>Current Requests</u>	<u>Previous Commitments</u>
City of Santa Clara		
TOTAL REVENUE		

EXPENSES

<u>Description</u>	<u>Amount</u>	<u>Total Amount</u>
1. <u>PROPERTY ACQUISITION</u>		
Purchase Price (Attach Appraisal)	_____	
Holding/Carrying Cost	_____	
Escrow Fees & Charges	_____	
Other (Specify: _____)	_____	
TOTAL ACQUISITION COST		_____
2. <u>CONSTRUCTION/REHABILITATION</u>		
Structures	_____	
Site Preparation/Off-Site Improvements	_____	
Builder's Overhead/Profit	_____	
Contingency	_____	
Environmental Mitigation	_____	
Lead-Based Paint Mitigation	_____	
Other (Specify: _____)	_____	
TOTAL CONSTRUCTION/REHABILITATION COST		_____
3. <u>SPECIAL SOFT CHARGES</u>		
Relocation	_____	
Labor Monitoring (1.5% of Construction Cost)	_____	
Furniture	_____	
Marketing	_____	
Initial Operating Reserve	_____	
Other (Specify: _____)	_____	
TOTAL SPECIAL SOFT CHARGES COST		_____
4. <u>FEES AND PERMITS</u>		
Architect/Engineering Fees	_____	
Environmental Survey & Testing	_____	
City Permits and Fees	_____	
Other (Specify: _____)	_____	
TOTAL FEES AND PERMITS		_____
5. <u>FINANCE & CARRYING CHARGES</u>		
Construction Loan Interest & Points	_____	
Taxes During Construction Period	_____	
Insurance	_____	
Other (Specify: _____)	_____	
TOTAL FINANCE & CARRING CHARGES COST		_____
6. <u>ORGANIZATION & DEVELOPMENT</u>		
Legal Fees	_____	
Developer Fees	_____	
Insurance	_____	
Other (Specify: _____)	_____	
TOTAL ORGANIZATION & DEVELOPMENT COST		_____
TOTAL PROJECT COST		_____

ATTACHMENT I

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

INCOME GUIDELINES (effective July 1, 2008)

GROSS ANNUAL INCOME

<u>HOUSEHOLD SIZE</u>	<u>30% of MEDIAN</u>	<u>50% of MEDIAN</u>	<u>80% of MEDIAN</u>	<u>100% of MEDIAN*</u>	<u>120% of MEDIAN**</u>
1	\$ 22,300	\$ 37,150	\$ 59,400	\$ 73,900	\$ 88,600
2	\$ 25,500	\$ 42,450	\$ 67,900	\$ 84,400	\$101,300
3	\$ 28,650	\$ 47,750	\$ 76,400	\$ 95,000	\$113,900
4	\$ 31,850	\$ 53,050	\$ 84,900	\$105,500	\$126,600
5	\$ 34,400	\$ 57,300	\$ 91,650	\$113,900	\$136,700
6	\$ 36,950	\$ 61,550	\$ 98,450	\$122,400	\$146,900
7	\$ 39,500	\$ 65,800	\$105,250	\$130,800	\$157,000
8	\$ 42,050	\$ 70,050	\$112,050	\$139,300	\$167,100

AMI: Area Median Income for Santa Clara County, adjusted for household size, as published annually by the Department of Housing & Urban Development. HUD has determined the FY 2008 four person median-income is \$97,000; the applicable program income levels are based on a "grandfathered" median income of \$105,500.

All figures are maximum gross income amounts for the income category/family size.

* The "100% of Median" column is for information only.

** The 81-120% AMI maximum applies only to RDA-funded programs. They are based on the maximum limits set by the Redevelopment Agency of Santa Clara in compliance with the State of California Housing and Community Development Department, pursuant to Health and Safety Code Section 50093.

ATTACHMENT II

NOTE: ADDITIONAL COVERAGE LEVELS MAY BE REQUIRED FOR CONTRACTS IN EXCESS OF \$50,000

INSURANCE COVERAGE REQUIREMENTS

Without limiting the Contractor's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Contractor shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:

A. COMMERCIAL GENERAL LIABILITY INSURANCE

1. Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:
 - \$1,000,000 each occurrence
 - \$1,000,000 general aggregate
 - \$1,000,000 products/completed operations aggregate
 - \$1,000,000 personal injury
2. Exact structure and layering of the coverage shall be left to the discretion of Contractor; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.
3. The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Contractor to comply with the insurance requirements of this Agreement:
 - a. Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;
 - b. There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and
 - c. Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

B. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01, with minimum policy limits of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned, non-owned and hired autos.

C. WORKERS' COMPENSATION

1. Workers' Compensation Insurance Policy as required by statute and employer's liability with the following limits: at least one million dollars (\$1,000,000) policy limit Illness/Injury by disease, and one million dollars (\$1,000,000) for each Accident/Bodily Injury.
2. The indemnification and hold harmless obligations of Contractor included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).
3. This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

D. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

1. Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Contractor's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85 or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.
2. Primary and non-contributing. Each insurance policy provided by Contractor shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Contractor's insurance.
3. Cancellation.
 - (a) Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.
 - (b) Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

4. Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through D of this Exhibit C, above.

E. ADDITIONAL INSURANCE RELATED PROVISIONS

Contractor and City agree as follows:

1. Contractor agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by Contractor, provide the same minimum insurance coverage required of Contractor, except as with respect to limits. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Contractor agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.
2. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.
3. The City reserves the right to withhold payments from the Contractor in the event of material noncompliance with the insurance requirements set forth in this Agreement.

F. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Contractor, and each and every subcontractor (of every tier) shall, at its sole cost and expense, purchase and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Contractor shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

G. EVIDENCE OF COMPLIANCE

Contractor or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request,

Contractor shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

1. City of Santa Clara Housing and Community Services Division
c/o Insurance Data Services - Insurance Compliance
P.O. 12010-S2 or 151 North Lyon Avenue
Hemet, CA 92546-8010 Hemet, CA 92543
Telephone: (951)766-2280
Fax: (951)766-2299

and

2. Housing and Community Services Division
City of Santa Clara
1500 Civic Center Drive
Santa Clara, CA 95050

H. QUALIFYING INSURERS

All of the insurance companies providing insurance for Contractor shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

ATTACHMENT III

ASSURANCES

The Recipient of CDBG/HOME/RDA monies hereby assures and certifies compliance with the regulations, policies, guidelines and requirements (including federal OMB Circulars No. A-87, A-102, A-110, and A-122), as they relate to the application, acceptance and use of Federal funds for this assisted project. Also the Corporation assures and certifies to the City that:

1. It possesses legal authority to make a grant submission and to execute a community public service or development programs;
2. Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Corporation to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Corporation to act in connection with the submission of the final application and to provide such additional information as may be required;
3. The grant will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352; 42 U.S.C. 2000d *et seq.*), as amended; and
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284; 42 U.S.C. 3601 *et seq.*), as amended; and
 - c. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (Public Law 93-383; U.S.C. 5301 *et seq.*), as amended; and
 - d. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112; 29 U.S.C. 794), as amended; and
 - e. The Age Discrimination Act of 1975 (Public Law 94-135; U.S.C. 6101), as amended.
 - f. Presidential Executive Order 13166 ("Improving Access to Services for Persons with Limited English Proficiency").
4. It will affirmatively further fair housing.

10/2005

ATTACHMENT IV

HOME DEFINITION OF A CHDO

Community Housing Development Organization [CHDO] means a private nonprofit organization that:

- (1) Is organized under State or local laws;
- (2) Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual;
- (3) Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization. A community housing development organization may be sponsored or created by a for-profit entity, but:
 - (i) The for-profit entity may not be an entity whose primary purpose is the development or management of housing, such as a builder, developer, or real estate management firm;
 - (ii) The for-profit entity may not have the right to appoint more than one-third of the membership of an organization's governing body. Board members appointed by the for-profit entity may not appoint the remaining two-thirds of the board members; and
 - (iii) The community housing development organization must be free to contract for goods and services from vendors of its own choosing;
- (4) Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1);
- (5) Does not include a public body (e.g., the City of Santa Clara). An organization that is State or locally chartered may qualify as a community housing development organization; however, the State or local government may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the Board members may be public officials or employees of the participating jurisdiction or state recipient. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members;
- (6) Has standards of financial accountability that conform to 24 CFR 84.21. "Standards for Financial Management Systems;"
- (7) Has among its purposes the provision of decent housing that is affordable to low-income and moderate-income persons, as evidenced by its charter, articles of incorporation, resolutions or by-laws;
- (8) Maintains accountability to low-income community residents by:
 - (i) Maintaining at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations. For urban areas, "community" may be a neighborhood or neighborhoods,

city, county or metropolitan area; and

- (ii) Providing a formal process for low income program beneficiaries to advise the organization in its decisions regarding the design, siting, development, and management of affordable housing;
- (9) Has a demonstrated capacity for carrying out activities assisted with HOME funds. An organization may satisfy this requirement by hiring experienced key staff members who have successfully completed similar projects, or a consultant with the same type of experience and a plan to train appropriate key staff members of the organization; and
- (10) Has a history of serving the community within which housing to be assisted with HOME funds is to be located. In general, an organization must be able to show one year of serving the community before HOME funds are reserved for the organization. However, a newly created organization formed by local churches, service organizations or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least a year of serving the community.

ATTACHMENT V

CITY OF SANTA CLARA EVALUATION CRITERIA FOR PUBLIC SERVICE/AFFORDABLE HOUSING SERVICE APPLICATIONS

1. QUALIFYING CRITERIA (applicants must meet all these criteria)

Low and Moderate Income Clientele: At least 51% of beneficiaries have a household income less than or equal to 80% of the Area Median Income (AMI), adjusted for household size.

Eligibility of Proposed Service: The proposed service is a continuation of services currently-funded by the City/RDA, new service being provided to City residents, or a measurable expansion of an existing service being provided to City residents (with or without City funding).

Not a Duplication of Existing City Service: Existing City Service is defined as one provided by the City directly or by an organization funded by the City.

Precedent for City Funding of Activity: In the past, the City has provided similar services either directly or by funding provided to a non-City entity.

2. EVALUATION CRITERIA

Targets Lower Income Residents.

HIGH: Over half of the beneficiaries are at or below 30% of AMI.

MEDIUM: Over half of the beneficiaries are at or below 50% of AMI.

LOW: Over three fourths of the beneficiaries are at or below 80% of AMI.

ZERO: Less than three fourths of the beneficiaries are at or below 80% of AMI.

Consistency with City's Five-Year Consolidated Plan (CP).

HIGH: Proposed activity is given a High Priority in the CP.

MEDIUM: Proposed activity is given a Medium Priority in the CP.

LOW: Proposed activity is given a Low Priority in the CP.

ZERO: Proposed activity is not identified in the CP as a community need.

History of Providing Proposed Service.

HIGH: Has provided the proposed service for more than 6 years.

MEDIUM: Has provided the proposed service 3-5 years.

LOW: Has provided the proposed service for less than 3 years.

ZERO: Has not previously provided the service.

Provision of Proposed Services in other Santa Clara County jurisdictions (agencies providing services only to City residents are automatically rated High).

HIGH: Receive or is requesting funds from at least 75% of the jurisdictions in which the proposed service will be provided.

MEDIUM: Receive or is requesting funds from at least 50% of the jurisdictions in which the proposed service will be provided.

LOW: Receive or is requesting funds from at least 25% of the jurisdictions in which the proposed service will be provided

ZERO: Does not receive and is not requesting funds from any other jurisdictions in which the proposed service will be provided.

Experience providing services to City residents (with or without City funding support).

HIGH: Provided proposed services to City residents for more than 6 years.

MEDIUM: Provided proposed services to City residents for 3-5 years.

LOW: Provided proposed services to City residents for less than 3 years.

ZERO: Has not previously provided proposed services to City residents.

Leveraging of non-City funds, measured as percentage of the cost of providing proposed services to City residents.

HIGH: City funds pay less than 10% of the cost of proposed services to be provided to City residents.

MEDIUM: City funds pay 11-25% of the cost of proposed services to be provided to City residents.

LOW: City funds pay 26-50% of the cost of proposed services to be provided to City residents.

ZERO: City funds pay more than 50% of the cost of proposed services to be provided to City residents.

Leveraging of private (non-government) funds, measured as percentage of the applicant's operating budget.

HIGH: Private funds make up more than 25% of applicant's operating budget.

MEDIUM: Private funds make up 10-24% of applicant's operating budget.

LOW: Private funds make up less than 10% of applicant's operating budget.

ZERO: No private funds contribute to the applicant's operating budget.

Note: In-Kind contributions can be counted as private funds if they are included in the applicant's annual audit or can be documented to the satisfaction of the City.

CITY OF SANTA CLARA

AGENDA MATERIAL ROUTE SHEET

Council Date: November 18, 2008

SUBJECT: Publication of Notice of Availability of Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) Entitlement Funds and Approval of FY 2009-10 Application Form

CERTIFICATION

The proposed NOFA and 2009-10 Application Form
Regarding the availability of CDBG and HOME funds for FY 2009-10
has been reviewed and is hereby certified.

PUBLICATION REQUIRED:

The attached Notice/Resolution/Ordinance is to be published 1 time at least 15 days before the scheduled application due date, which is scheduled for December 19, 2008.

AUTHORITY SOURCE FOR PUBLICATION REQUIREMENT:

Federal Codes:

Title _____ U.S.C. § _____
(Titles run 1 through 50)

Federal Regulations:

Title 24 C.F.R. § Part 91
(Titles run 1 through 50)

California Codes:

Code _____ § _____
(i.e., Government, Street and Highway, Public Resources)

California Regulations:

Title _____ California Code of Regulations § _____
(Titles run 1 through 28)

City

City Charter § _____ (i.e., 1310. Public Works Contracts. Notice published at least once at least ten days before bid opening)
City Code § _____

1. As to City Functions, by

Kerri L. Riley
Department Head

2. As to Legality, by

Sindsay Speck
City Attorney's Office / CAO Assignment No 08.1488

3. As to Environmental
Impact Requirements, by

Kerri L. Riley
Director of Planning and Inspection

4. As to Substance, by

J. Spasano
City Manager

Revision Date June 7, 2005